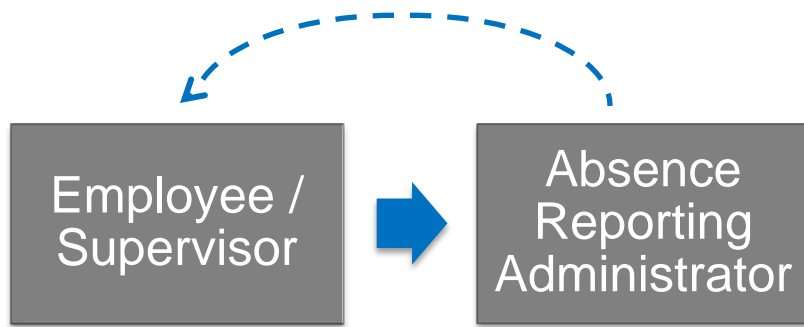# Rutgers
HR/Payroll Migration
Absence Reporting

Absence Reporting
A system through which time off is recorded and employees may view balances available to them. Absence Reporting is accessible when employees or administrators log into PeopleSoft.

Roles & Responsibilities

Employee / Supervisor → Absence Reporting Administrator

- The approval process for paid time off will **not** happen within Absence Reporting
- Approvals will continue to be managed **outside the system**

1. Departments must work with HR to document unpaid leaves of absence in HCM
2. Additionally, departments must track unpaid leaves of absence through Absence Reporting

Absence Types

Code	Absence Type
I	Absence Due to Injury
W	Absence Due to Injury (SB)
AL	Administrative Leave
B	Bereavement Leave
CL	Compassionate Leave
C	Compensatory Time
H	Holiday
J	Jury Duty
LW	Leave without Salary
ML	Mandatory Leave
M	Military Leave
O	Other

Code	Absence Type
PB	Paid Leave Bank
PH	Personal Holiday
S	Sick
SL	Sick Leave (Family Member)
V	Vacation
FM	FMLA – Medical w/o Salary
MF	FMLA – Military Family Member w/o Salary
FB	FMLA/NJFLA – Bonding w/o Salary
FF	FMLA/NJFLA – Family Member w/o Salary
NB	NJFLA – Bonding w/o Salary
NF	NJFLA – Family Member w/o Salary

Policies & Agreements

HR Policies
Includes policies for all employee groups and leave types

http://policies.rutgers.edu/view-policies/human-resources-hr-%E2%80%93-section-60

Collective Negotiations Agreements
The Office of Labor Relations negotiates and administers collective negotiations agreements between Rutgers University and the unions that represent Rutgers staff employees. These agreements can be viewed and/or downloaded for your use.

http://uhr.rutgers.edu/collective-negotiations-agreements

Employees can view their balances through the *My Absence Balances* pagelet on their PeopleSoft home screen

Sick Time is the **only** absence type which is integrated with the employee's timesheet*

! Do not touch sick time on the timesheet. This will result in a system exception.

This applies only to units migrating from Banner to PeopleSoft

Hours to Days Conversion

% of Day = PTO Hours Taken / FT Standard Workday

35 Hours Week / 7 Hour Days	
Hours	% of Days
1	0.14
2	0.29
3	0.43
3.5	0.5
4	0.57
5	0.71
6	0.86
7	1

37.5 Hours Week / 7.5 Hour Days	
Hours	% of Days
1	0.13
2	0.27
3	0.4
3.5	0.5
4	0.53
5	0.67
6	0.8
7	0.93
7.5	1

40 Hours Week / 8 Hour Days	
Hours	% of Days
1	0.13
2	0.25
3	0.38
4	0.5
5	0.63
6	0.75
7	0.88
8	1

Questions? Call the HR/Payroll Help Center at (848) 923-3888, e-mail *HRPayroll_helpcenter@hr.rutgers.edu,* or visit www.cornerstone.rutgers.edu